



# MEMORANDUM OF NOTIFICATION

FC No.: 304

Date: 10-31-03

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

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Appendix A: MCP 552, "Memorandum of Notification"

## I. Procedure

- A. An MCP 552, "Memorandum of Notification," shall be used whenever any information is to be placed into an employee's personnel file (includes unit files). This procedure does not apply when the MCP 30, "Supervisor's Documentation Form," is used.
- B. Mark the category(ies) that most closely represent the subject matter.
- C. Distribution  
One original and two copies of the MCP 552 will be distributed as follows:
  - 1. Original to the employee,
  - 2. One copy placed in the station level file, and
  - 3. One copy forwarded with the rest of the package to the respective bureau chief via the chain of command.

## II. Proponent Unit: Personnel Division

## III. Cancellation

*This directive cancels Function Code 301.B, effective 05-23-97.*

A handwritten signature of William C. O'Toole in cursive script.

William O'Toole  
Acting Chief of Police